



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	K-5 Literacy Facilitator
SCHOOL/DEPARTMENT	Literacy/Professional Development – Curriculum and Instruction
SALARY	Teacher salary schedule plus supplement
FLSA STATUS	Exempt
REPORTS TO	Director of Literacy and Professional Development and CAO
SUPERVISES	None
WORK WEEK SCHEDULE	Monday - Friday; must be able to work <i>some</i> late evenings and some weekends
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	11

POSITION PURPOSE:

The K-5 Literacy Facilitator performs a variety of administrative tasks in coordinating the successful implementation of reading programs in the school system. The K-5 Literacy Facilitator is responsible for interpreting changes to the North Carolina Curriculum, informing teachers and principals of the implications of those changes, and ensuring that instruction is aligned with curriculum goals. Additionally, the Facilitator assists teachers with developing strategies and techniques for assessing and fulfilling the reading deficiencies of their students. S/he also assists teachers with textbook and other materials selection and provides teachers various tools and materials to aid instruction. Finally, the Facilitator also assists administrators with evaluating the effectiveness of reading programs in the school system and works with administrators to develop strategies for improvement.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the North Carolina State Curriculum as it applies to reading
- Considerable knowledge of the current literature, trends, and developments in the field of reading instruction
- Considerable knowledge of the principles of supervision, organization and administration
- General knowledge of the County and School Board policies, procedures and standards regarding reading education
- General knowledge of the organization and communication channels of the school system
- General knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations
- General knowledge of the grant application and administration process
- Skill in counseling and developing staff
- Ability to review and evaluate testing results and to develop a plan of action based on conclusions
- Ability to select appropriate and effective reading textbooks and other materials
- Ability to develop innovative and effective reading instruction materials
- Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs
- Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information
- Ability to develop meaningful annual budgets
- Ability to effectively express ideas orally and in writing
- Ability to make effective oral presentations before large groups of people
- Ability to exercise considerable tact and courtesy in frequent contact with the public
- Ability to establish and maintain effective working relationships as necessitated by work assignments

EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's Degree from an accredited institution in English Language Arts, Reading, or similar field
- Extensive course work in education
- Five (5) to seven (7) years of teaching experience with program coordination experience
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- NC Teacher Certification in related field
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Master's Degree or higher from an accredited institution in Curriculum Development, Public School Administration, or related field
- NC School Administrator Certification
- National Board Certified Teacher in related field
- Seven (7) or more years serving as a public school classroom teacher, public school principal, and/or Central Office Administrator

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Support the schools with the continuous improvement of education for all students by serving as the curriculum area specialist
2. Serve the school district as a specialist in his/her respective content area by developing and refining the content of the curriculum
3. Coordinate and manage the organization and progress of vertical teams to ensure comprehensive and sequential programs (vertical alignment)
4. Provide instructional leadership in the needs assessment, planning, and coordination of staff development in the content areas, and/or schools.
5. Collaborate with school campus personnel to assist schools with staff development and instructional programs
6. Assist with the development of system created assessments in the related field
7. Assist with the evaluation of new and existing programs in the district
8. Assist school principals with curriculum and instructional decisions based on individual school campus needs
9. Assist principals and staff with disaggregating data to determine instructional needs of the students
10. Lead the district curriculum committees with revisions to curriculum and adoption of new subject materials and text books, as needed to meet student learning needs and goals
11. Assist teachers, especially those new to the profession and the district, with instructional methodology, district curriculum requirements, etc.
12. Secure, evaluate, and deliver instructional material as needed
13. Develop methods and procedures for implementing the curriculum, including the coordination of the development, editing and/or revision of curriculum guides and other instructional materials to support the program in his/her specialized area
14. Communicate effectively with supervisors regarding pertinent aspects of the instructional program
15. Encourage and support the development and implementation of innovative instructional programs to achieve identified needs
16. Encourage and support the implementation of technology into the classroom
17. Assist with planning for summer school education programs in given specialized area
18. Work closely with principals, counselors, department chairs and teachers in creating an open, cooperative atmosphere for effective communication
19. Work cooperatively and harmoniously with all members of the Curriculum and Instruction Department, as well as other administrative departments, as needed
20. Communicate effectively with parents, students and the community
21. Demonstrate high expectations of students and staff
22. Work collaboratively with others to support the school district mission and goals; articulate a vision for the district's program
23. Monitor various instructional program activities
24. Research programs and provide an analysis of such programs to determine possible implementation in the district
25. Assist with the orientation of new teachers in the field
26. Help provide growth opportunities for teachers in need of assistance
27. Prepare budget for specified content area, justify requested funds, and appropriately allocate funds throughout the school year
28. Serve as administrative substitute at schools, as needed
29. Support the school district's Student Code of Conduct and assist with developing plans for improved student behavior, as needed or required
30. Demonstrate awareness of school/community needs and support activities to meet those needs
31. Speak to community and civic groups, as requested, and submit information to the Communications Department as needed to promote the specific area's program

- 32. Encourage and promote parental and community involvement in the educational process
- 33. Improve leadership skills through self-initiated professional activities, such as participation with and/or work on committees associated with professional organizations, or to meet statewide needs
- 34. Participate in appropriate educational conferences and staff development opportunities for job growth and enhanced job performance
- 35. Perform other duties as assigned by the Executive Director of Secondary Instruction and/or the Chief Academic Officer

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*